



Faculty of Public Health Announcement
Recruitment of Foreign Employee

The Faculty of Public Health, Mahidol University, would like to recruit a native English speaker with public health experience to fill the position of Foreign Expert at Dean's Office, Faculty of Public Health, Mahidol University. Applicants must possess qualifications as specified in the attachment (p.2) of this announcement.

Those wishing to apply for the entrance examination can fill out an application form in the system of E-Recruitment Online at <https://www.ph.mahidol.ac.th/en/jobs/> from 10 October 2022 until 18 November 2022 or inquire at 0-2354-8543 ext. 1103

Documents supporting the application are as follow:

1. Photograph of a straight face, wearing a formal suit, taken not more than 6 months (jpg or png size not exceeding 200 kb)
2. Degree certificate or certificate (which has been approved by the rector or the university council as a person who has graduated completely according to the curriculum only) – x1 copy
3. Academic transcript(s): bachelor's degree, master 's degree – x1 copy each
4. Passport with non-immigrant visa

Examination details: Interview, writing assessment

Date, time and place of examination: November 29th, 2022 at the Faculty of Public Health's

website at <https://www.ph.mahidol.ac.th/jobs/> and

<http://www.op.mahidol.ac.th/orpr/E-Recruitment/>

Location: 420/1 Ratchawithi Rd, Thung Phaya Thai, Ratchathewi, Bangkok 10400

Application portal: <https://www.ph.mahidol.ac.th/en/jobs/>

Announcement made October 10th, 2022

A handwritten signature in blue ink, appearing to read 'P. Soontornpipit', written in a cursive style.

Asst.Prof. Dr.Pichitpong Soontornpipit

Deputy Dean

Attachment of Recruitment Announcement
Faculty of Public Health, Mahidol University.
October 10, 2022

Position: Foreign Expert
Working unit: International Relations Office
Faculty of Public Health, Mahidol University

Qualifications:

1. Bachelor's degree/Master's degree specializing in public health or other health-related fields
2. 1-2 years working experience in international cooperation communication, diplomacy communication, business administration, general management, general administration, or other related branches
3. Foreign nationals age not over 45 years
4. Knowledge and ability to use Microsoft Office computer for the performance of duties
5. Must have any of the listed English language test scores not older than 2 years as shown

below*:

IELTS (Academic Modul: score not less than 6.5-7.0) TOEFL IBT (Internet Based : 79-95 points)
TOEFL - ITP (Point not less than 550-587) TOEFL-CBT (Point not less than 213-240)
TOEIC (Point not less than 605-780)

* Native English speakers do not require English language test scores

6. Able to work full time, Monday - Friday, 8:30am - 4:30pm

Responsibilities

1. Edit English academic papers/manuscripts as part of the manuscript examination services for faculty members and abstract examination for students
2. English text editing services from various works such as press releases on websites, posters
3. Organize a project to teach English for working communication for support personnel
4. Organize a project to teach English to students preparing for the student exchange programs abroad

5. Formal English drafting and various certificates
6. Create project news articles documenting activities of the faculty and international affairs to showcase on the faculty and university website
7. Help various projects of international affairs such as international training projects, student exchange programs, project to welcome foreign visitors, etc
8. Prepare assessment forms for various projects of the International Affairs Office.
9. Draft opening and closing speeches
10. Prepare meeting minutes
11. Other duties as assigned by the Dean

Salary: 33,770 THB/month plus housing allowance of 8,000 THB/month

Fringe benefit: Social Security Insurance

Term of employment: Employment contract ends September 30, 2023
(with possibility of renewal)

Selection criteria: Interview, writing assessment